



## **CLOUGHWOOD ACADEMY**

# **Health and Safety Policy**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Committee Responsible</b>	<b>Review Frequency</b>	<b>Approval</b>	<b>Next Review Due</b>
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## **STATEMENT OF THE TRUST BOARD**

Within Kaleidoscope Learning Trust, the Board of Trustees, via the Kaleidoscope Executive and the Headteacher of Cloughwood Academy recognises its legal responsibility and duty to protect the health and safety of its employees, pupils and others affected by the Trust and School's activities. The Trust and Cloughwood Academy commits to achieving this, so far as is reasonably practicable, through the following objectives:

- Ensuring the Trust meets its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees and ensure their work does not adversely affect the health and safety of others (including pupils, visitors, contractors etc).
- To provide a safe and healthy working environment.
- To ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating health and safety functions to them.
- Providing sufficient information, instruction and training in health and safety matters to all employees in respect to the risk of their health and safety.
- To clearly define roles and responsibilities across the organisation.
- To adequately minimise and manage risks associated with the Trust's operation and activities.
- To engage and involve employees with the training and knowledge to support safe working practices.
- To consult with trade union representatives on matters of this policy.
- To provide safe arrangements for emergency situations including fire evacuation and lockdown.
- Where necessary seek specialist advice to determine the risks to health and safety in the school and the control measures required to address them.

The Board of Trustees, Kaleidoscope Executive and the Headteacher of Cloughwood Academy require the support of all staff to maintain high standards of health and safety whilst completing school activities.

The school is committed to continually improving its health and safety performance.

Signed: \_\_\_\_\_ Michelle Duval - CEO

\_\_\_\_\_ Date

Signed: \_\_\_\_\_ Robert Newton -  
Headteacher

\_\_\_\_\_ Date

## **ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES**

### **• Responsibilities of the Kaleidoscope Learning Trust (KLT) Board of Trustees:**

- Ensuring all KLT School's comply with the Trust's Health and Safety Policy and arrangements.
- Ensure all Schools have signed and displayed the health and safety policy statement.
- Ensure all Schools have a health and safety plan in place.
- All KLT Schools have access to a competent source of health and safety advice, as statement in Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Ensure all School sites and premises are maintained in a safe condition and that appropriate funding is allocated to this area from School budgets.
- School will prioritise action on health and safety matters where resources are required from the school budget. Any areas and hazards which the school is unable to rectify from the school budget must be reported to KLT Chief Finance and Operating Officer.
- Health and safety arrangements are regularly reviewed (minimum annually) and new arrangements are implemented where necessary.
- Promoting high standards and developing a positive culture of health and safety within all KLT schools.

- Employees have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded relating for all school activities, both on and off site, which constitute a significant risk to the health and safety of the employees.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- All school conduct and active and reactive monitoring of health and safety matters in the school.

- **Responsibilities of the Chief Executive Officer:**

- Be supported by members of the Trust Executive who take advice from the Competent Person following their regular and independent assessment of health and safety arrangements across the trust
- Direct and support Leaders, as far as is reasonably practicable, with all legal requirements as required by the Trust Board.
- Specify management controls and reporting requirements including health and safety audits of each school, and support Headteachers in identifying and delivering appropriate training and support.
- Report to the Trust Board and provide strategic support to organisational leads across the trust estate.
- ensure the policy is reviewed and updated in a timely manner

- **Responsibilities of the Headteacher:**

The Headteacher is responsible for:

- The Health & Safety Policy is appropriately implemented and adhered to, and all staff understand their health and safety duties and responsibilities as reflected in their job description.
- All employees, pupils and visitors receive adequate information, training, and supervision to enable safe practices, both within school and on school trips

- All machinery, appliances and equipment conform to an approved standard, is used in the manner for which it was designed and is appropriately examined, tested, and maintained.
- Only approved chemicals and substances are used in school, appropriate safety information and risk assessments are available to the user and protective clothing is provided for staff and pupils as appropriate and worn when necessary.
- There is an adequate number of qualified first aiders and first aid boxes are kept adequately stocked. Accidents, near misses and violent incidents are recorded, reported and investigated as necessary, taking advice from the Competent Person as required.
- Accidents and violent incidents are reported to the health & safety governor representative during their termly school visit and if serious, noted in their report to the Local Governance Committee. In the event of a major injury the Competent Person, Local Committee Chair and CEO are informed.
- Records are kept of cases of reported contagious diseases and shared with staff, pupils and the Local Committee and Public Health as appropriate.
- A suitable and sufficient fire risk assessment is carried out, updated, and reviewed at least annually, with support from a third-party specialist every three years, or sooner where there has been significant change.
- Fire procedures are planned and rehearsed at least once per term.
- Fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order in line with The Regulatory Reform (Fire Safety) Order 2005.
- A Fire Risk Assessment is completed for School by a Competent Person and reviewed annually.
- Adequate welfare facilities are provided for staff, visitors and pupils • The school complies with all statutory safety inspections.
- Contractors report to a designated person before work commences and receive adequate induction to allow them to carry out their work safely.
- There is a regular appraisal of the school's health and safety performance through reports to the Local Governance Committee and Trust Board.

- Any matters of concern regarding health and safety are reported to the CEO and Local

Committee via the health and safety governor representative.

Note: In the absence of the Headteacher these responsibilities fall to their immediate deputy.

- **Responsibilities of the Health and Safety Co-Ordinator (School Business Manager, Site Manager or other Senior Member of Staff)**

Responsible to the Headteacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement the health and safety notice board and ensure it is kept up to date.
- Ensure the correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspection and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Trust.
- Providing health and safety induction training for all new employees.
- Maintaining health and safety training records.
- Be involved in carrying out emergency drills and procedures regularly and monitor the effectiveness of such.
- Monitor contractors on site and conduct a formal, documented induction.

Note: In the absence of the designated H&S Co-Ordinator the above responsibilities will fall to the Headteacher.

- **Responsibilities of Heads of Subject Departments / Co-Ordinators:**

The Heads of Department are responsible for:

- The day-to-day management of health and safety matters within their departments, in accordance with the Health and Safety Policy.
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once a year).
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate.
- Ensuring follow-up of remedial actions is taken following health and safety inspections.
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within their department.
- Communicating relevant health and safety information received to the appropriate Senior Team.

- **Responsibilities of The Competent Person:**

- Offer expert advice as a Chartered Member of IOSH and Occupational Health and Safety Consultant.
- Work with the Trust Executive on a comprehensive, trust-wide strategic approach to health and safety.
- Advise on technical matters and support the development of policy and risk assessments.
- Carry out health and safety audits, offering support and challenge so that the Trust Board can be assured that each organisation within the trust is meeting required standards.
- Develop and deliver staff training where required.

- **Responsibilities of all Employees**

- Take reasonable care for the health and safety of themselves and others when undertaking their work and are fully aware of what is required of them, as defined in their job descriptions.
- Have read and understood the school's risk assessments relating to activities they carry out on site and follow procedures and control measures outlined in the H&S policy and risk assessments.
- Ensure Trust and School policies are always implemented.
- Check all classrooms, work areas and all equipment are safe and presents no risk to health, and defects are reported immediately to the appropriate colleague, e.g. Site Manager, Business Manager, Headteacher, so that issues can be resolved promptly.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Co-operate with the KLT Trustees, Executive and Headteacher on all matters relating to health and safety.
- Ensure pupils within their care understand the fire procedures and are evacuated safely in the event of drill or emergency.
- In the case of an injury, they will arrange for suitable first aid treatment and fill in an accident form, informing the H&S Co-ordinator, so investigation can take place if required.
- Be vigilant in all matters of health and safety, including in communal and outdoor areas, and report any concerns to the Business Manager (or equivalent).

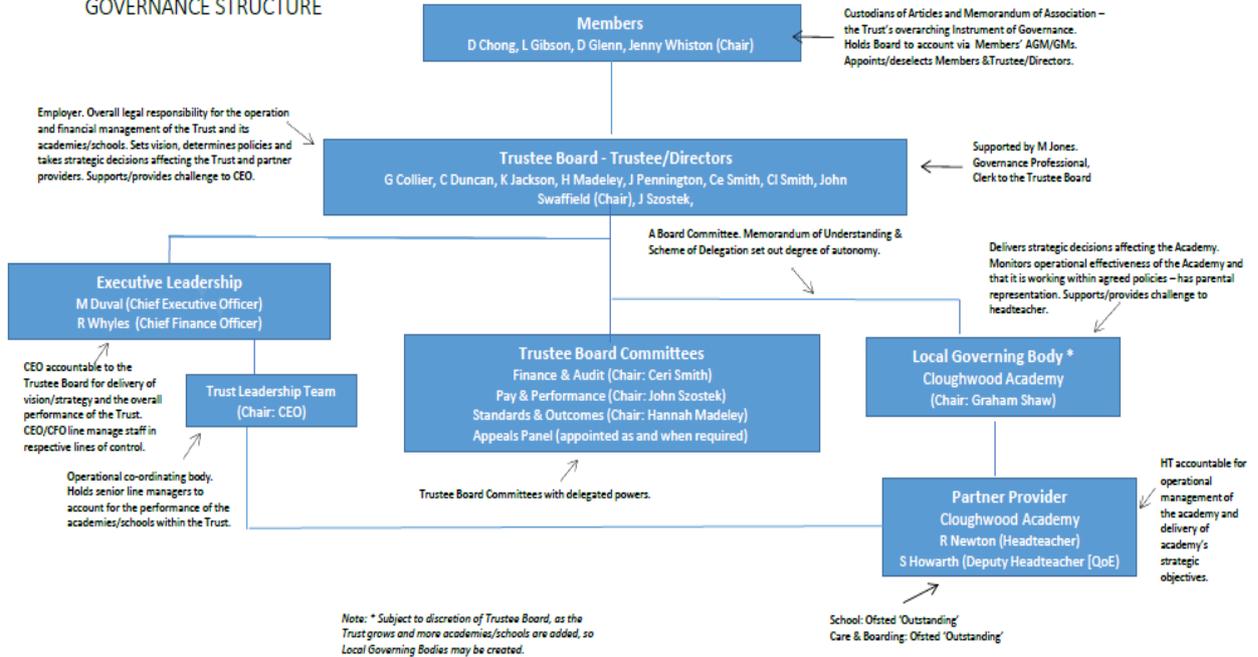
- **Local Trade Union Representatives**

Where schools have local trade union representation, members may request agenda items about health and safety risks and ask the headteacher about specific local health and safety arrangements which affect workers.

# ORGANISATION CHART HERE

## KALEIDOSCOPE LEARNING TRUST

### GOVERNANCE STRUCTURE



## **ARRANGEMENTS FOR HEALTH & SAFETY**

The following procedures and arrangements have been established within the Trust to minimize health and safety risks to an acceptable level:

### **Access and Egress**

The Trust is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken.

To achieve this, the Trust will ensure, so far as is reasonably possible, that:

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Safe systems of work are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

To ensure that safe access and egress is maintained in all areas the Site Manager will ensure that regular inspections are undertaken.

All visitors must report to Reception on arrival. The door must be opened in person or remotely by a member of staff. Visitors will be required to sign in and then they will be issued with an appropriate visitor's badge.

### **Accident Reporting, Recording and Investigation**

The Trust defines an accident as:

An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, e.g. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The Trust defines a near miss as:

An unplanned or unforeseen event that does not cause injury or damage, but could have done so, e.g. items falling near to personnel; short-circuits on electrical equipment.

The Trust defines a dangerous occurrence as:

An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown the RIDDOR flowchart.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the competent person present will dial 999 and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident file for future reference.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations will be carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students. Accidents that occur to contractors on site must be reported to the school office and the contractor company.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or an accident.

Relevant risk assessments and safe systems of work may require revision following a near miss incident.

### **RIDDOR and Employees**

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers report certain accidents, occupational diseases and specified dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report the following work-related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises:

- Accidents which result in death or major injury must be reported immediately.
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.

Specified injuries include:

- A fracture, other than to fingers, thumbs or toes.

- Amputation.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which:
  - cover more than 10% of the body, or
  - cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat induced illness; or
  - requires resuscitation or admittance to hospital for more than 24 hours.

See RIDDOR website for a further information ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)).

### **Physical Violence**

Some acts of non-consensual physical violence to a person at work, which result in death, major injury or a person being incapacitated for over seven days are reportable. In the case of an over seven-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between students should be dealt with in accordance with the Behaviour Policy.

### **Reportable Diseases**

Employers must report occupational diseases (listed at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR.

### **RIDDOR and STUDENTS and other people who are not at work**

Injuries to students and visitors who are involved in an accident within the Trust, or an activity organised by the Trust are only reportable under RIDDOR if:

- the accident results in the death of the person and arose out of or in connection with the work activity; or
- the accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

Specified injuries and occupational diseases only apply to employees. If a student is absent from school following an incident this is not reportable.

Accidents involving contractors working on school premises are normally reportable by their employer.

It is the responsibility of the Headteacher and the Trust Operations and Safety Manager to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Trust Operations and Safety Manager will seek advice from their competent person or via the HSE website. [www.hse.gov.uk/riddor/reportable-incidents.htm](http://www.hse.gov.uk/riddor/reportable-incidents.htm).

### **How to decide if an accident involving a student is reportable**

The responsible person at within the Trust should consider whether the incident is caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc).
- The condition of the premises (e.g. poorly maintained or slippery floors).

The incidents above are only reportable if they occur and if the accident results in a student's death or they are taken from the scene of the accident to hospital.

### **P.E.**

Not all sports injuries to students are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

Examples of reportable incidents would include:

- the condition of the premises or sports equipment being a factor in the incident, for example a student slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, student's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved.

### **Records Management**

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students. Accidents that occur on the school premises or while undertaking work on behalf of the school must be reported to the Trust Operations and Safety Manager.

### **Asbestos**

To minimize risk from asbestos containing materials on the Trust premises, the Trust will maintain a safe and healthy environment by producing an asbestos management plan and complying with all regulations concerning the control of asbestos.

The Headteacher must ensure there is an appropriate Asbestos Management Plan. The Site Manager is the person responsible for ensuring the Asbestos Management Plan is reviewed and completing the annual risk assessments.

A copy of the Asbestos management plan, including the asbestos survey, is to be kept by the Site Manager and contractors must read and understand it BEFORE starting work in an area that is known to have Asbestos containing material.

Staff should be instructed not to drill holes or affix things to walls without obtaining approval from the Headteacher/Site manager.

For more information contact the Site Manager.

### **Consultation with Employees**

The Trust acknowledges that it has a duty to consult with employees regarding matters affecting their health and safety whilst at work. This will be done through school meetings and will be a standard agenda item on all agendas.

### **Construction Work and Contractors**

The Trust recognizes that they have a crucial influence on how projects are run within the Trust and will ensure that they comply with their duties under the Construction (Design and Management) Regulations 2015.

#### Local Contracts

When the Trust contracts directly, the contractor is responsible for ensuring, **so far as is reasonably practicable**, the health and safety of himself, his employees and persons who might be affected by his activities.

The Trust will ensure the health and safety of its employees, students, visitors (which includes the contractor). In particular, the Trust will:

- Check the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
- Examine risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;
- Ensure all significant risks on site have been clearly identified;
- Ensure there are arrangements for monitoring and controlling works in progress.
- Relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to the appropriate person.
- Ensure all work undertaken by sub-contractors is supervised on a day-to-day basis by the Site Manager/caretaker, in order that health and safety standards are monitored.
- Review the overall performance of contractors on a regular basis; contractors

whose standards do not meet those of the school will be removed from the approved list.

- Check work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.
- Ensure that contractors have made arrangements for suitable welfare facilities to be provided from the start and throughout the construction phase.

The Headteacher is responsible for the above. Monitoring of the contractors on a day to day basis is the responsibility of the Site Manager.

### **COSHH (Control of Substances Hazardous to Health)**

It is the intention of the Trust to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The Trust acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees and students to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The Trust recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the Trust to comply with the control of substances hazardous to health regulations (COSHH) the Trust will endeavour to hold all the material safety data sheets (MSDS).

A copy of each relevant COSHH risk assessment will be held within the department health and safety file and a copy will be provided to all those persons considered to be at risk.

The Trust approach to the regulations is to:

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the Trust.
- Use outside agency advice (i.e. CLEAPSS) on matters around micro-organisms, animals and plants.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and students and other persons who may be affected by the Trust undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.

- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to:

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the Site Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

### **Curriculum Safety**

Health and safety is the responsibility of all staff, teachers and support staff and in particular for the prevention of dangerous practices. Faulty equipment, which includes the fabric of the building, furniture and fencing, gates and playground surfaces etc. which may cause injury to students, other members of staff, parents or visitors should be noted and reported to the Site Manager, Trust Operations and Safety Manager or the Headteacher.

The Trust recognizes that the curriculum requires that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Classrooms should be set out so that easy access is available to all equipment and so that there is a safe route between tables, chairs and other furniture. Any technology tooling, staple guns or glue guns should be stored safely.

### **Display Screen Equipment**

The Trust recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The school will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by the School for display screen equipment.

Office based employees will report any display screen equipment issues to their respective Manager.

### **Educational Visits**

All educational visits are carefully planned in advance and full risk assessments are completed in line with the school trip procedure. The Evolve system is used. A letter is sent home for the parents / carers explaining what the trip is about and what might be expected of their child(ren) / ward(s).

Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is to be observed. Staff should have a first aid kit with them and preferably be first aid trained; they should also carry a mobile phone in case of emergency.

The Trust nominates a responsible person as the educational visit's coordinator at Cloughwood Academy this is Kate Beer.

### **Electrical Equipment**

The Trust undertakes to have all portable appliances inspected or tested on an annual basis and the electrical installation inspected or tested, as a minimum, every 5 years by a suitably qualified / approved electrical engineer.

All electrical equipment used by the Trust schools will be selected carefully to ensure it is safe and suitable for the environment in which it is used.

Depending on the use and application of the item, all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Employees must not bring electrical equipment into school unless authorised by the Headteacher.

Any defective equipment will be removed from use immediately until such time as it can be repaired.

Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Trust acknowledges that work on electrical equipment can be hazardous and therefore the Trust will take steps to reduce the risks so far as possible. The implementation of this policy requires the co-operation of everyone on site either directly employed by the Trust or by another contracted company.

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc. does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to Site Manager as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

The person responsible for ensuring all equipment is tested regularly is the Site Manager.

### **Fire Safety and Procedures**

The Trust is committed to ensuring that any risk of fire at our premises are minimised so far as is reasonably practicable.

The Trust will in particular ensure that:

- A Risk Assessment is carried out to highlight potential fire risks.
- Procedures are in place to deal with a breakout of fire.
- Means of escape are maintained at all times.
- Fire alarm systems and firefighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in our Risk Assessment.
- Planned emergency evacuations are carried out termly.

In the event of fire, the safety of life shall override all other considerations. Fire risk assessments are undertaken by a qualified professional and an action plan is completed for the recommendations. (Please refer to Fire Safety Policy).

The Trust will ensure or co-operate with the relevant contractor in ensuring that the fire equipment servicing is carried out regularly. The Site Manager or other nominated member of staff will be responsible for checking the equipment in between the annual visits. Other members of staff should report any defects that they see in the fire fighting equipment to the Site Manager. Fire doors must not be propped open. All fire exit doors must be readily opened and free from obstruction.

The person nominated to carry out checks is the Site Manager:

- Arrangements for evacuation will be placed in each room in the Trust Schools. Class teachers and those responsible for other rooms must check regularly that these notices are in good order.
- Fire drills should be carried out at least once a term, or when there are changes in circumstances. The effectiveness of these procedures should be discussed with the staff immediately and at SLT meetings.
- In the event of a fire, the person finding the outbreak should immediately activate the nearest alarm. The appointed person must then ring the emergency services. Staff should not put themselves at risk in attempting to put out a fire, but staff trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

### **First Aid**

The Trust will follow the statutory requirements for first aid and provide qualified first aid staff who have received training in accordance with health and safety executive

requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

The guidance issued by the DFE on First Aid for Schools has been adopted by the Trust.

After all accidents, details must be recorded in the accident log. To ensure compliance with data protection legislation the completed accident forms will be removed and filed in the main offices.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed:

- Seek medical attention from the School's First Aider or Appointed Person.
- The names of the First Aiders or Appointed Persons are written on the first aid notices which can be found in prominent locations around the Trust Schools.
- All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the school:

- First aid personnel must inform the School Business Manager when their training certification period is nearing expiry (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
- The First Aiders at Cloughwood Academy must ensure that easy access to first aid equipment is always available and must ensure that all first aid boxes are kept replenished.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered in the accident book. All major injuries must be reported to the health and safety department as soon as possible.

### **Gas Safety**

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore, the School will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is always safe for use and an appropriate service certificate will be retained on file for future reference.

Wherever possible the Trust schools will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

### **Glazing**

All glass in vulnerable windows, doors and side panels should be safety glass. All windows are to be in line with EN standards wherever possible.

If any glazing is damaged this must be reported to the Site Manager as soon as possible who will make safe and take steps to repair as soon as possible. The Site Manager is responsible for making periodic checks of the glazing and recording the findings.

### **Housekeeping**

It is Trust policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work. Poor standards of housekeeping can cause employees and students to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

The Trust recognises the need to ensure that good standards of housekeeping are achieved and always maintained and a policy of 'clean-up as you go' will always be the preferred option.

### **Information, Instruction and Training**

It is the Trust policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the schools within the Trust complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the school's undertakings.

Training is provided for all employees:

- On recruitment into the Trust.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours wherever possible.
- Periodically and when refresher training is needed.

It is the Trust policy to ensure all management are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks. All training

will be recorded and retained on each individual employee's personal file for future reference.

Employees will report any problems to the Headteacher.

### **Jewellery**

It is the policy of the school and in the interests of health and safety that the wearing of jewellery is not permitted in school for students (other than a wristwatch). Students wearing jewellery will be required to remove it. Members of staff may not remove or replace jewellery.

### **Ladders**

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the school will only be authorised if there is no suitable alternative e.g. mobile tower. The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms, etc. will be considered by risk assessment.

The Trust accepts that it is necessary for some operations to use a ladder or stepladder. Ladder users must be trained and instructed in their use and must not use ladders if they have not been trained.

Ladders must be:

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Site-specific risk assessments on the use of ladders will be carried out prior to activity.

The Headteacher will ensure that employees are following the systems laid down for their safety.

The Trust provides alternatives to the use of ladders. Employees will not be instructed in the use of ladders unless a full risk assessment has been completed and it is determined the least risk option.

### **Legionella**

The Approved Code of Practice (ACOP) for the control of legionella bacteria in water systems requires an assessment being conducted for all organisations where water is

used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc. It is very important that the system is considered in its entirety.

The Trust will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the Trust can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the Trust school's premises. The assessment will be completed by a person who is competent to do so.

As far as practicable the Trust will operate water systems at temperatures that do not favour the growth of legionella. For example, 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of biofilms and sediments.

### **Lifting Equipment and Operations**

The Trust defines lifting equipment as any plant certified for lifting, this includes, passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Strong and stable and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e., the work is planned, organised and performed by competent people.
- Thoroughly examined and inspected by competent people.

The Trust may use equipment of this type for various activities to be carried out during the work; therefore, the Trust will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner.
- Lifting equipment used to lift people is clearly marked and safe for such a purpose.
- All lifting equipment is thoroughly examined before being used for the first time.
- Equipment used for lifting people, e.g. Scissor Lift, is thoroughly examined every six months.
- All other lifting equipment is examined annually.

Risk assessments will be carried out to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered:

- The types of loads being lifted.
- The risk of the load or equipment falling and striking a person or object.
- The risk of the lifting equipment falling or falling over whilst in use.

Where necessary, the Trust will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

## **Lighting**

The Trust regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff, students and visitors to the premises. All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the workforce.

To ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to a Site Manager.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

### **Lone Working**

The Trust recognises that, with few exceptions, it is not illegal to lone work. The Trust accepts some employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations. Lone workers are encouraged not to carry out high risk activities whilst on site alone. The decision to lone work will be based on risk assessment.

Results of assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the lone working risk assessments will be communicated to relevant employees.

### **Maintenance / Inspection of Equipment**

The safe use and operation of equipment, machinery and plant is of paramount importance to the Trust. The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. Where such equipment is being used by staff all reasonable steps will be taken by the Trust to ensure, so far as is reasonably possible, the health and safety of staff and other persons who could be affected by their use.

An inventory of work equipment will be made and kept up to date by the Site Manager. Staff are only allowed to use equipment they have been trained and authorised to use.

The Site Manager is responsible for ensuring all equipment is maintained and inspected.

The Trust will ensure:

- Ensure any plant, equipment or machinery that may be used or provided will be safe and fit for the purpose for which it is intended to be used.
- Ensure suitable and sufficient assessments of the risk are undertaken, findings are documented and communicated to all relevant staff.
- Under no circumstances should guards be removed from any equipment, plant or machinery unless by a competent person to allow for maintenance.
- In the event of any plant or machinery breaking down or becoming unsafe to use or operate, the Site Manager should be informed as soon as possible to arrange for an engineer to visit the site and repair or service the item of equipment. While waiting for a fitter to arrive on site all relevant plant and machinery must be made safe and isolated.

- Only trained and experienced persons will be permitted to use equipment, plant or machinery.
- Equipment, plant and machinery is isolated and locked off prior to any maintenance, service or repair.
- Under no circumstances may equipment, plant or machinery be used by third parties unless authorised by the Headteacher.
- Regular inspections of the various types of equipment, plant and machinery are completed and records of the findings of any such inspections are recorded and maintained.
- Site specific and statutory inspections are completed to the required standard and frequency and where inspections/servicing have identified the need for remedial action, the Site Manager will ensure this is brought to the attention of the Trust Operations and Safety Manager.
- Staff are instructed to report any damaged to machinery safety devices, guards, isolation switches etc.

### **Manual Handling**

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. The Trust accepts that some manual handling activities may be necessary during their operations. The need for employees to undertake manual handling operations will be avoided wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Employees will be encouraged to follow any system developed by the Trust for safe manual handling operations. Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the manual handling risk assessments will be communicated to relevant employees. Employees will report hazardous handling activities to the Site Manager.

### **Medication**

Parents/Carers have the prime responsibility for their child(ren)'s health and should provide School with information about their child(ren)'s medical condition(s). For more information, please see the Medical Conditions Policy.

There is no legal duty requiring school staff to administer medicines; however, the Trust recognizes that children with medical needs have the same rights of admission to a

School or setting as other children. Procedures will be put into place should the need to administer medications to students become necessary. This will be determined based on individual risk assessment following advice from the student's medical practitioner.

### **Mobile Phones**

In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the school's premises, the following safety procedure has been compiled:

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- To comply with the regulations all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone always ask whether it is safe to speak.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic, or one touch button use short responses and indicate that you will return the call when it is safe to do so.
- When driving never begin a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or any potentially explosive atmospheres.
- Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party.

The Trust does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation.

### **Alcohol, Drugs and Smoking**

All staff, students and visitors will observe smoking restrictions and are not permitted to smoke anywhere within the school grounds. Drug and/or alcohol abuse in school or affecting performance, may be considered by the school to be a disciplinary matter.

### **New and Expectant Mothers**

It is the policy of the Trust to establish and maintain, as far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The Trust is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

Until the Trust school has received written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The Trust can also ask for a certificate from the employee's GP or midwife showing that they are pregnant.

Upon written notification the Trust will carry out a specific risk assessment. The member of staff will be asked to help with this and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the Trust.

Some of the more common risks might be:

- lifting/carrying of heavy loads;
- standing or sitting for long lengths of time;
- exposure to infectious diseases;
- work-related stress;
- workstations and posture;
- threat of violence in the workplace;
- long working hours;
- excessively noisy workplace.

### **Personal Protective Equipment (PPE)**

Line Managers will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees. Where it is determined that PPE is required, suitable PPE shall be selected and provided at the Trust expense.

Staff are responsible for ensuring that they use PPE where it is provided.

### **Outdoor Areas and PE Equipment**

The outdoor areas are inspected regularly by the Site Manager who will endeavour to carry out any repairs necessary as he seems fit and record the date of repair and location. Any defects found by a member of staff should be reported to the Site Manager and rectified as soon as possible.

The internal PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Head of Department and any actions/defects found are rectified as soon as possible or if the budget allows.

None of the equipment is to be left in an unsafe condition.

### **Risk Assessments**

The Trust accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees

and others, the Trust will take all reasonably practicable measures to reduce those risks to an acceptable level.

Risk assessment is the responsibility of the Trust management at all levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.

Risk assessments are maintained by relevant stakeholders and Heads of Departments and saved on the school network. A master copy of the risk assessment is also saved in a secure area for access by the Headteacher as required.

The aim of the risk assessment process is to:

- Identify hazards associated with the Trust undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Risks should be assessed in priority order and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically (at least annually), where there is a change in circumstances or following an accident.

The Headteacher is responsible for coordinating and ensuring risk assessments are carried out.

### **Safety of Persons with Disabilities**

The Trust has a responsibility to ensure that all persons who visit the School's premises or work on site are safe at all times and is fully compliant under the Equalities Act. In order that this is done effectively, the Headteacher will ensure that disabled visitors are protected from everyday hazards within the schools, as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the Trust School prior to their visit in order that any special arrangements can be made. This is especially important in the event of a disabled person wishing to visit a construction site. In this unlikely event the Headteacher will make the necessary arrangements.

The Trust will aim to make as many rooms as accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made.

The Headteacher ensure that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

### **Staff Well-being / Stress**

It is the Trust policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable. The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all employees. A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the Trust aims to address.

Through the risk assessment process, the Trust will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome but, there may be one single event or set of circumstances that combine to provide the additional stress overload.

It may be difficult for employees to talk to their direct Line Manager about the problem face to face, as it might be that this relationship is the cause. The Trust therefore encourages all members of staff to approach the Chief Finance and Operations Officer and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and the relevant member of management will try and assist individuals suffering from stress to deal with the problem. Further information is included in the Health and Wellbeing Guidance Document.

### **Violence to Staff**

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

The Trust do not accept any form of violence or aggression against their employees and take appropriate action.

The Trust will attempt to reduce the risks of such incidents by the following means:

- Considering personal safety during specific risk assessments.
- Keeping detailed records of all past incidents.
- Asking staff whether they feel threatened.
- Being aware of the area where work is to be carried out.
- Considering physical security measures such as CCTV or personal alarms.

- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery.

Any injuries sustained because of non-consensual physical violence are reported in accordance with the accident reporting procedure.

### **Working at Height**

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations the School shall conduct a risk assessment to identify the hazards and controls to complete the task in a safe manner. The Trust will do all that is reasonably practicable to prevent anyone falling.

The hierarchy below will be used for managing and selecting suitable ways for working at height:

- Use work equipment or other measures to prevent falls where we cannot avoid the task.
- Where we cannot eliminate the risk of a fall, work equipment or other measures to minimise the distance and consequences for a fall should one occur should be used.

The Trust has a duty as an employer to ensure that the risk of injury is removed or minimised.

The essential part of this is to plan and organise the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained.

To ensure that work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment:

- Competence of people, including those involved in the planning of the task.
- Selection of work equipment considering the distance to be travelled for access and egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness and warning signs (last resort).
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

## **Work Related Driving**

The Trust will take all reasonable steps to secure the health and safety of employees who drive vehicles on company business.

The Trust will require all drivers to submit their driving licence for inspection annually. The Trust reserves the right to contact the DVLA to monitor the status of individual licences.

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements.
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions.
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency.
- Seek to avoid overlong days of work and driving. The Trust will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work. Seek advice from the Chief Finance & Operations Officer.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action. Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you.
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder.
- Report the development of any health problem that may limit or prevent driving and do not use your vehicle for work until you have received written confirmation that you can do.

## **Young People at Work**

The Health and Safety Executive classify all people under the age of 18 years of age as a "young person", including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the Trust premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Before engaging any young employees, the Trust will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any young people are employed or offered work experience, the Trust will notify the relevant parents/carers of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the Trust will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The Trust view this training as a bare minimum and will ensure that the individuals are fully always supervised to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept regarding young people:

- Specific risk assessment records for the tasks that young people within the Trust are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/carers.